

	REQUEST FOR QUOTATION	PURCHASING SERVICES SECTION Department of Administration 100 North 15th Avenue Phoenix, Arizona 85007 Charles L. Guiggey Procurement Officer 479-542-4630
	QUOTATIONS WILL BE RECEIVED UNTIL: 3:00 P.M. M.S.T. OCTOBER 20, 2004 SOLICITATION NO: 6-052 Requisition No.: 31181 DEPARTMENT OF REVENUE ELEVATOR REPAIR	Page 1 of 16

THIS IS NOT A PURCHASE ORDER

The terms and conditions on the reverse side of this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, and taxes if applicable. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

DELIVERY LOCATION: SEE BELOW		BUYER: Charles L. Guiggey			
VENDOR QUOTATION					
Item	Description of Material, Service or Construction	Quantity	Unit	Unit Price	Extended Price
	<u>Project Location:</u> DEPARTMENT OF REVENUE 1600 WEST MONROE PHOENIX, ARIZONA 85007 The Purpose of this Request For Quotation is to provide all labor, materials, equipment and services and to perform all work necessary to repair three (3) Elevators (Z71043; Z71044; & Z71045) at the Department of Revenue, 1600 West Monroe, Phoenix, Arizona 85007 in accordance with Specifications developed by ADOA-GSD Facilities Operation & Maintenance. <div style="border: 1px solid black; padding: 5px; text-align: center;"> PRE-OFFER CONFERENCE </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> OCTOBER 12, 2004 Date </div> <div> 9:00 A.M. MST Time </div> </div> <div style="margin-top: 10px;"> <u>LOCATION:</u> ARIZONA DEPARTMENT EDUCATION 1536 WEST JEFFERSON PHOENIX, ARIZONA 85007 <div style="border: 1px solid black; padding: 2px; text-align: center;"> MEET AT CAFETERIA - LOWER LEVEL </div> </div> <div style="margin-top: 10px;"> The bidder proposes to furnish all labor, materials, equipment, and services to perform all work necessary in accordance with the Terms and Conditions, Scope of Work, and Specifications and <u>Page 5, Price Sheet as contained in this Solicitation.</u> </div>				
THIS SECTION MUST BE COMPLETED BY VENDOR					
Delivery shall be made _____ calendar days after receipt of order. Payment Terms: _____					
Company Name	Address	City	State	ZIP Code	Phone Number

Signature

Date

Typed Name and Title



INTRODUCTION

502 542 2789 F.02
PURCHASING SERVICES SECTION
Department of Administration
15 North 15th Avenue, Suite 201
Phoenix, Arizona 85007
(602) 542-5636
Charles L. Guiggey, Procurement Officer

SOLICITATION NO: 6-052

DEPARTMENT OF REVENUE

ELEVATOR REPAIR

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The State of Arizona plans to enter into a Contract to provide all labor, materials, equipment and services and to perform all work necessary to repair three (3) Elevators (271043, 271044, & 271045) at the Department of Revenue, 1600 West Monroe, Phoenix, Arizona 85007 in accordance with Specifications developed by ADOA-GSD Facilities Operation & Maintenance.

TIME OF COMPLETION: ADVISE BEST DELIVERY AVAILABLE

SOLICITATION REQUIREMENTS: Bonding will not be required.

A complete bid package, Pages 1 through 16 with plans and specifications can be obtained at no charge by:

1. Vendor pick-up at ADOA Purchasing Services, 100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007 between the hours of 8:00 am. & 4:30 pm. MST.

2. Phone request; By calling Purchasing Services office at 542-5676 between the hours listed above and requesting bid number 6-052. Bid package will be mailed to requesting companies. If requesting bid documents via Overnight or Express mail, offeror shall forward their account number as part of the request

Bids will be received until 3:00 P.M. MST, October 20, 2004 by Charles Guiggey, Procurement Officer, Arizona Department of Administration, Purchasing Services, 100 North 15th Avenue, Suite 201, Phoenix Arizona 85007. Bids received after this date and time will not be considered.

*** NOTE ***

REQUIRED BID SUBMITTAL DOCUMENTS

⇒ PAGE 1 - COMPLETED & SIGNED AT BOTTOM

⇒ PAGE 5 - COMPLETE PRICE INFORMATION & COMPANY NAME AT BOTTOM

Acceptable methods of bid submissions are as follows; Hand delivered, Mail, or Facsimile. If hand delivered or mailed, Offeror must submit bid in a sealed envelope with Bid No. 6-052 clearly marked on the outside of said envelope. If responding by facsimile, Offeror must fax bid to [602-364-4640] to the attention of Charles Guiggey. Facsimiles not sent to the above destination on or before the Time and Date specified for bid closing will not be considered.

The State reserves the right to waive any material defect or informality; or reject any and/or all bids, or portions thereof, or re-issue the solicitation.

The State Purchasing Services Department encourages substitute products with low or no content of reactive organic compounds. Substitution requests shall be submitted to the Purchasing Officer cited herein.